



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, DIVISION SUPPORT COMMAND
4TH INFANTRY DIVISION (MECHANIZED)
FORT HOOD, TEXAS 76544-5000

AFYB-SC-CDR

23 OCT 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum #15 - DISCOM Company Change of Command Procedures

1. References.

a. AR 735-5, Supply Procedures Below the Wholesale Level.

b. III Corps and Fort Hood Reg 190-3.

DA Pam 710-2.

d. DA Pam 710-2-1

2. Purpose. To establish procedures for the planning and conduct of company level change of command inventories within the 4ID(M) DISCOM.

3. Scope. This policy applies to all companies assigned or attached to 4ID (M) DISCOM.

4. General. The transfer of property accountability is a critical task during the change of command process and there is no substitute for an accurate and thorough inventory. The requirements established in this policy letter are mandatory for all company changes of command within the DISCOM.

a. The incoming and outgoing commanders will initiate planning IAW this policy NLT 30 days prior to the start of change of command inventories and will be listed on company training schedules and strictly adhered to.

b. Prior to the change of command, all property transactions must be complete. That means that all property is signed for by the incoming commander, all adjustments executed, and reports of survey are initiated.

c. Prior to the change of command ceremony, all organizational property will be signed over to the incoming commander at a meeting chaired by the DISCOM Commander, with the incoming and outgoing company commanders, the Battalion Commander, and the Property Book Team Chief present. The intent is to ensure that the inventory was properly conducted, all property

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duly accounted for, and that any adjustments have been made. The PBO Team Chief will report completion of these actions to Division G4.

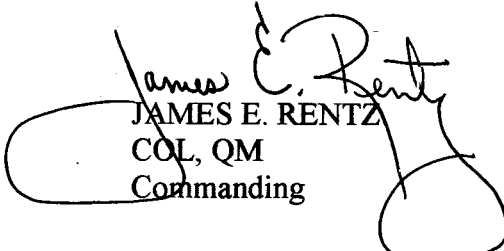
d. All company commanders will address property accountability with specific goals and objectives on the OER support forms.

e. Bottom line, a successful change of command inventory requires accurate completion of 10% cyclical inventories during the tenure of the outgoing commander and detailed preparation by the outgoing commander prior to the start of change of command inventories.

5. Procedures. The actions/task listing, timeline, sample letters, example PBO command briefing, and property book responsibilities for all incoming and outgoing commander (see enclosures) will be used as a guide for planning and execution of the change of command.

6. The DISCOM XO is the executive agent for all requirements prescribed by this policy.

WRANGLERS!!


JAMES E. RENTZ
COL, QM
Commanding

ENCL

- 1- Actions/Task Listing
- 2 - Timeline
- 3 - Sample Letters
- 4 - PBO Change of Command Briefing
- 5 - Responsibility for Property Books

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